screenshot-www.linkedin.com-2019.09.15-01_48_53
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Connect More...

Samantha (Burrows) Wright · 3rd

Utah State University

Nonprofit Management | Building and scaling teams | Mission-driven execution

Chicago, Illinois · 500+ connections · Contact info

About

In a world of countless possibilities, we have an opportunity to provide mentorship, inspiration, and tools to individuals to live their most fulfilled lives.
... see more

Experience

Chief Operations Officer (COO) and Board Secretary
Center for Growth and Opportunity at Utah State University
Aug 2017 – Mar 2019 · 1 yr 8 mos
Logan, UT

A university-based non-profit research and talent development organization founded in May 2017 to train students, conduct research with a national network of scholars, and communicate transformative solutions to our world's vital issues.

Operational Excellence:
- Built and managed processes to grow nonprofit organization to 20 staff and $4M in revenue from May 2017 founding to March 2019
- Drove annual strategy and budget planning across all organization functions
- Oversaw implementation and adoption of Salesforce software with 30+ active users
- Built foundational capabilities, programs, and partnerships to work with 55-75 undergraduate and graduate students per academic semester
- Created and analyzed reports measuring progress on specific objectives and overall organization performance
- Reviewed and drafted donor proposals and stewardship reports; oversaw donor visit execution
- Collaborated with Communications team to establish recurring newsletter, design and build out website, and create advertising collateral including annual report

Cultural Development:
- Developed and implemented organizational values, annual goals, and objectives with the Board of Directors and Executive Director
- Worked with HR capability to implement tools and training to build a culture of integrity, accountability, proactivity, and entrepreneurialism
- Led team of 8 full-time staff across a variety of functions including accounting, communications, event management, HR, and program management

Secretary, Board of Directors (July 2017 - March 2019)
- Created reports that measured and reported the organization's progress on specific objectives and overall organization performance
- Maintained meaningful and intentional correspondence with all board members
- Scheduled and organized semi annual meeting logistics and materials
- Created and sent quarterly update reports to board members See less

Strata Policy

Promoted ···

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Family Farm Manager, Idaho, Independent and Self Motivated with Passion for Service Management

Camille Harmer Wardle
Account Representative at Aon

Spencer K Bailey 包立凱 · 3rd
CEO at Spekto - Real Estate PE, Data, & Direct Investment - Vacation Rentals

Brandon Woodward
TSR at Pluralsight

Kyle Gregerson
Alternative Investments Analyst at Goldman Sachs

Joshua Perkins
Event Specialist at Sprint

Learn the skills Samantha has

Excel: Filtering Data for Beginners
Viewers: 12,964

Sales Management Foundations
Viewers: 34,332

Handling an Unruly Audience

3 yrs 9 mos

Director of Operations and Board Secretary
Jan 2017 – Aug 2017 · 8 mos
Logan, UT

A non-profit research organization founded in 2012 to help people make informed decisions that impact the freedom to live their lives by conducting energy and environmental policy research and mentoring high-achieving individuals to become future decision makers.

- Developed and managed operational support, including accounting, event programming, office and administrative support, and IT, as organization grew from a $1.7M to $5.8M nonprofit
- Directed the execution and standardized planning of 14 conferences, 45+ academic and industry visits, and 20+ workshops and events
- Led operations team ranging from 5 to 8 team members

Secretary, Board of Directors (April 2016 - August 2017)
- Created board meeting agendas and reporting materials
- Arranged all logistics for board meetings
- Maintained regular communication with board members See less

Assistant Director of Operations and Board Secretary
Dec 2014 – Dec 2016 · 2 yrs 1 mo
Logan, UT

- Created a cohesive metrics-tracking system that connected our revenue, expense, and project data
- Coordinated with third-party auditing firm to conduct financial audit and review
- Supervised the execution of professional and mission-driven programs and events
- Led team to implement Basecamp project management tool and create Excel budget projection tool
- Coordinated with fundraising to provide stewardship reports to donors and key stakeholders
- Led operations team ranging from 5 to 8 team members See less

Programming Associate
Apr 2014 – Dec 2014 · 9 mos
Logan, UT

- Coordinated logistics for 20 guest speaker visits, student workshops, and internal events
- Developed and organized logistics and communication for 2 conferences with 14 participants each
- Led the administrative associate team of 3 part-time staff
- Supervised office functions including workspace planning, supply ordering, and organization scheduling See less

Events Coordinator
Dec 2013 – Apr 2014 · 5 mos
Logan, UT

- Coordinated logistics for guest speaker visits, student workshops, and internal events
- Developed and organized logistics and communication for 2 conferences with 14 participants each
- Worked with the outreach team to publicize organization programs and events

Show fewer roles

University Ambassador
Utah State University
Aug 2011 – May 2015 · 3 yrs 10 mos
University Ambassador Program

Out of State Recruitment Student Lead: May 2014 – May 2015
Administrative Assistant: May 2013 – May 2014

Office Manager
Laser Precision
May 2012 – Dec 2013 · 1 yr 8 mos
Providence, Utah

Asia Study Abroad Participant
Jon M. Huntsman School of Business
Jan 2013 – Jun 2013 · 6 mos
Vietnam, China, South Korea

Visited and engaged with over 30 companies in Vietnam, China, and South Korea

Spent 28 days in 10 cities with 19 colleagues gathering economic and political history information

Coordinated a private business visit in Nanjing, China with 2 fellow student participants

Participated in 3 day professional Leadership Retreat in Moganshan, China See less

Viewers: 14,836

See more courses

Education

Utah State University
Bachelor's degree, Business Administration and Marketing, 3.94
2011 – 2015
Activities and Societies: Huntsman Scholar Program, 2011-2015; Kappa Delta member, 2011-2015; Buehler Leadership Scholar Program, 2014; Huntsman Scholar Europe Study Abroad Semester, 2014; Panhellenic VP of Women's Recruitment, 2013; Asia Study Abroad Participant, 2013; Kappa Delta VP of Community Service, 2011 - 2012

Wooster High School

Volunteer Experience

Mentor
PEAK - Partnership to Educate and Advance Kids
Aug 2019 – Present • 2 mos
Education

Council Member
Utah Kappa Delta Alumnae Chapter
Apr 2016 – May 2019 • 3 yrs 2 mos

VP Membership Support: April 2018 - May 2019
Secretary/Financial Officer: April 2017 - April 2018
VP Recruitment: April 2016 - April 2017

- Assisted in rechartering alumnae chapter in Jan. 2016
- Implemented a mentorship program for new alumnae members
- Created budgets and monthly reporting tool to provide accountability, transparency, and stewardship of member dues
- Supported events and members

Chapter recognized by National Kappa Delta with the following awards in June 2019 (recognition period of 2017-2019):
- Excellence in Alumnae Chapter Programming Award
- Achievement Award: recognizes top 10% of alumnae chapters nationally
- Honorable Mention for Local Collegiate Chapter Support

Chapter recognized by National Kappa Delta with the following awards in June 2017 (recognition period of 2015-2017):
- Outstanding New Alumnae Chapter Award: top chapter in 2 year period, based on member engagement, programming, and resources
- Alumnae Chapter Recognition Award
- Community Visibility Award
- Website Award

Skills & Endorsements

Leadership · 69

Endorsed by **Gavin Salisbury and 11 others who are highly skilled at this**

Endorsed by **6 of Samantha's colleagues at Strata Policy**

Event Planning · 62

Endorsed by **Zoe Fairbairn and 8 others who are highly skilled at this**

Endorsed by **8 of Samantha's colleagues at Strata Policy**

Public Speaking · 53

Endorsed by **Holden Brown M.D., MBA and 11 others who are highly skilled at this**

Endorsed by **4 of Samantha's colleagues at Strata Policy**

Show more

Accomplishments

4 Honors & Awards
Generation Liberty Fellow • Bill E. Robins Memorial Award • New Member of the Year • Rookie of the Year

1 Course
Liberty @ Work Leadership Program Participant, Charles Koch Institute

1 Project
Eating Disorder Awareness Week

Interests

- Harvard Business Review — 8,000,894 followers
- Brené Brown — Research Professor | University of Housto... — 1,565,863 followers
- Event Planning & Event Manageme... — 383,864 members
- Link to Chicago — 8,707 members
- The Wall Street Journal — 6,202,511 followers
- Columbia University in the City of ... — 381,912 followers

See all